MINUTES

On March 4, 2021, the EdAdvance Board of Directors held a Zoom online meeting during which a quorum was present. President John Kissko called the meeting to order at 4:00 PM and recorded the following members in attendance:

1. Roll Call:

   Name & District:
   Kate Conetta, Danbury
   Dan Delia, Newtown
   Melissa Johnson, Plymouth
   Jill Kidik, Barkhamsted
   John Kissko, Torrington
   Jennifer Pote, Region 12
   Lynn Stone, Litchfield

   EdAdvance Personnel:
   Jeffrey Kitching, Executive Director
   Jonathan P. Costa, Sr., Assistant Executive Director
   Richard Carmelich, III, Chief Operations Officer
   Tracey Lay, Chief Talent & Development Officer
   Joyce DeAngelo, Board Clerk

2. Approval of February 4, 2021 Minutes

   Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board approved the minutes of the February 4, 2021 meeting with 5 in favor and 1 abstention.

3. Approval of February 18, 2021 Minutes

   Upon a motion by Dan Delia, duly seconded by Kate Conetta, the Board approved the minutes of the February 18, 2021 meeting with 6 in favor and 0 abstentions.

4. Questions and Comments from the Public: None

5. Communications
   a. Written

   Jeff acknowledged correspondence thanking Jonathan for his presentation to the DKG group. This presentation, Lessons Learned from the Pandemic, will also be part of a kick-off for a professional
learning initiative for district superintendents, administrators, and teachers in our region beginning in late March.

6. **Old Business:** None

7. **New Business:**

   a) **Appoint: Nominating Committee for Officers for FY 2021-2022.**

       Jeff will reach out to the current officers to see if they are interested in continuing in their roles. He also stated that anyone interested in becoming a candidate should contact him.

   b) **Update: Purchase of Property in Bethel, CT**

       Jeff reported that we are in the final stages of a purchase agreement. We are doing our due diligence for the final inspections. He reported that he is also working with Dr. Charles (Chip) Dumais, Executive Director, Cooperative Educational Services (C.E.S.) and attorneys on a governance agreement. By late April or early May, we should begin to see activity there.

   c) **Approval: Personnel Report**

       Upon a motion by Kate Conetta, duly seconded by Melissa Johnson, the Board unanimously approved the Personnel Report for February as submitted.

It is noted that Jennifer Pote, Region 12, joined the meeting at 4:10 PM.

**Reports/Updates**

i. **Executive Director’s Report – Dr. Jeffrey Kitching**

   - Jeff reported that Rich and Mia have begun the process of developing the budgets for next fiscal year and will continue to do so through March/April. A preliminary budget will be shared with the Board in May, with the final budget presentation in October.
   - Jeff thanked Rich and Mia for their work in overseeing our finances. Even during this pandemic, through their efforts, we are very pleased with the current state of the budget; we hope to finish the fiscal year with a surplus. Through our contracts, we have seen some unexpected savings, in addition, it is possible we could still realize some additional revenues.
   - Jeff reported that as a RESC, we have not yet been included in the vaccine roll out. He reported that the Torrington Area Health District/CHH has reached out to us looking to set up vaccines for staff at the Torrington Armory. He also noted that many staff have set up appointments on their own and have either received their vaccines or have upcoming appointments.
   - Announced that the RESC Alliance is putting together a list of supports and services that our districts could utilize either collectively or individually. These services would be eligible to be paid for through their Elementary and Secondary School Emergency Relief (ESSER) funds.
ii. School/Program Services – Jonathan P. Costa, Sr.

- Jonathan reported that he and his staff are working to prepare districts for the “new” normal. There will be changes that come as a result of the last year and they will come before boards in the form of policy recommendations and we are working through the implications of some of these notions.
- Districts will need to be prepared for standardized testing this spring and the expected inequities that will be demonstrated in those results.
- We have heard that the CSDE is organizing and launching the process that will eventually lead to a revision of the Teacher Evaluation Process. It should be ready for implementation in the Fall of 2022.

iii. Business and Operations - Rich Carmelich

- Rich reported he is working with the Fiscal Department on budget projections and a budget for next fiscal year.
- He is currently developing a budget for our new Bethel site.
- Reported that he has learned that the Earned Income Tax Credit has been extended, which will have a positive impact on our budget.
- Reports that Food Service continues to serve the school districts accordingly.
- Transportation is back to a more normal schedule.
- Happy to report that there are many more staff back in the office.

iv. Talent and Development – Tracey Lay

- Tracey reported we continue to move all departments to electric time sheets. We have 4 departments remaining and should have everyone converted electronically by June 30.
- Continuing progress and growth with staff, incorporating the 3C’s – connection, culture, and customization.
- She continues to work with the marketing department to expand our social media and branding awareness.

8. Adjournment

Upon a motion by Melissa Johnson, duly seconded by Jennifer Pote, the meeting was adjourned at 4:34 PM.

Minutes recorded by: 
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary